



New Jersey Department of Environmental Protection

Anticipated Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Manager 1 Fiscal Resources

Posting Number: COS-2021-71

Open to: NJ State Employees

Workweek: NL (35-hour) Workweek

Salary: (&32) \$92,367.90 — \$132,015.51

Opening Date: 12/15/2021

Closing Date: 12/30/2021

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Management & Budget
Budget & Finance
Central Procurement Unit
428 East State St - 3rd floor
Trenton, NJ 08625

Scope of Eligibility: Open to permanent New Jersey State employees who meet the requirements below.

Description: Under supervision of a Manager 2, Fiscal Resources in a state department, agency, or higher-level manager, directs a major supplement of the fiscal program such as budgeting, accounting, auditing, procurement, or finance or serves as the chief fiscal officer in an institution, department, or autonomous agency under 700 employees.

Specific to the Position: This position will manage the Central Procurement Unit, which includes the oversight of procurement and travel related work, assignment of tasks, review of work and preparation of PAR evaluations on subordinates. Manages Departmental staff on data processing procedures, error messages and inquiry on State processing systems for purchase transactions (MACS-E & NJSTART). Analyzes procurement needs and provides guidance and direction to buying staff and others, in compliance with proper procurement procedures. Responsible for providing technical assistance and direction to DEP program areas in response to inquiries regarding procurement, including meeting with program staff to determine needs when necessary. Acts as liaison to NJ Treasury's Division of Purchase and Property (DPP) and other external organizations and vendors; investigates and develops solutions to problems arising from complaints about, and from, vendors. Directs the assessment, preparation, collection of data and utilization of Departmental waiver of advertising, Delegated Purchase Authority (DPA) increase requests and Requests for Proposals (RFP).

Preferred Skill Set: Considerable experience with and knowledge of State of NJ's procurement and travel rules and regulations, including Delegated Purchasing Authority (DPA), DPA Increases, Waivers and the development of Requests for Proposals (RFP). Experience with NJCFS, MACS-E and NJSTART. Prior experience with DEP's travel system, eTRIPS. Experience developing/creating reports in Web Intelligence/Business Objects. Experience with Microsoft Office, especially Excel.

Requirements

Education: Graduation from an accredited college or university with a Bachelor's degree in Economics, Finance, Business Administration, Accounting, or Public Administration, with a minimum of twenty-one (21) semester hour credits in finance, economics, and/or accounting courses. NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

Experience: Five (5) years experience in work involving fiscal management. The experience should include work in public finance, auditing, budgeting, or accounting. One (1) year of the required experience shall have been in a supervisory capacity.

NOTE: A valid New Jersey certificate as a Certified Public Accountant or a registration as a Public Accountant issued by the New Jersey State Board of Public Accounts may be substituted for the Bachelor's degree. A general Bachelor's degree supplemented by a minimum of twenty-one (21) semester hour credits in finance, economics, and/or accounting courses and two (2) years of work in public finance, auditing, budgeting, or accounting may be substituted for the specific degree requirements for all levels.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Note: Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview. Selected candidate(s) shall not be serving a working test period at the time of the appointment. Please include the posting number in the subject of the e-mail when submitting your credentials.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference/>

Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:

Melissa Burk-Pocino

E-mail Address: EXECUTIVE.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

Posting Authorized By: Phiroza Stoneback, Manager
Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.